

NAME OF EMPLOYEE OR OFFICIAL: \_\_\_\_\_  
Name of Individual, Business, or Entity \_\_\_\_\_

DATE: \_\_\_\_\_

**City of Franklin, Tennessee**  
**Personal Interest/Gift Disclosure**

*This form should be filled out and filed with the City Administrator/Recorder by any municipal employee or official who must exercise discretion relative to any matter in which s/he has a personal interest. A "personal interest" is any personal, financial, ownership, or employment interest in a matter to be regulated or supervised by the employee or official, or a relationship or potential relationship between the City and a vendor that does or may do business with the City, that could affect the employee's or official's discretion. This includes any personal, financial, ownership, or employment interest of the employee's or official's spouse, parent(s), step parent(s), grandparent(s), sibling(s), child(ren), or step child(ren). "Employment interest" includes any situation in which the employee or official or one or more of his or her family members designated above is negotiating possible employment with a person or organization that is to be regulated or supervised by the employee or official in carrying out municipal business.*

**PERSONAL INTEREST:**

**1. Individual occurrence**

Briefly describe the situation in which you must exercise discretion and in which you have a personal interest that could affect that discretion:

**2. Continual occurrences**

*(For individuals, businesses, or entities the municipality will enter into transactions with more than once each calendar year and in which you have a personal interest, you may make one (1) disclosure for the calendar year by reporting here:)*

Briefly describe the transactions that will take place between the City and the named person/entity during the calendar year in which you will exercise discretion and in which you have a personal interest that could affect that discretion:

**GIFT(S):**

*(If a gift tends to influence discharge of your duties—or gives the impression that it does—or if you have a financial interest which may be substantially and materially affected by accepting the gift, then the gift should be reported below within seven (7) days, then the gift must be returned or paid for within ten (10) days. See Franklin Municipal Code §§1-705 and 1-714(2).)*

1. Description of the gift: \_\_\_\_\_
2. Nature and purpose of the event/gift: \_\_\_\_\_
3. Name, address and business of the person or entity that provided the gift: \_\_\_\_\_
4. Cost of the gift (event), if known. If unknown, a good faith estimate of cost: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee's or Official's Signature

*(Submit to City Administrator's/Recorder's Office)*

Received on: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ by: \_\_\_\_\_